

ADVISING APPOINTMENTS

Boehly Center Incentive Program



(1) Navigate to the Incentive Program page.

<https://wmedu.sharepoint.com/sites/MasonAnalyticsRepository/Boehly/SitePages/Boehly%20Center.aspx>

(2) Select "Student Incentive Program".



(3) Select the Advising Appointments icon on the bottom panel.

View Today's Schedule to see advising appointments on that day. Select the arrows to the left and right of "Today's Schedule" to view previous or upcoming dates.

When you type your name into the "Search items" bar, you will see all upcoming appointments that you have scheduled with a Boehly Center advisor.

Follow the instructions below to schedule, check-in, and cancel a meeting.



For questions, issues, or more information, please contact [The Boehly Center](#).

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SCHEDULING A MEETING

- Select the **leftmost** plus button (+) on the bottom panel.
- Enter respective Meeting Category & Sub-Category.
- Select "Zoom" as the meeting medium.
- Search for your name by typing your Last Name, First Name and select it.
- If applicable, please type the desired Meeting Purpose/Topic.
- Choose a Boehly Center Advisor to meet with, **view their Advising hours using the (i) button**, and select a date & time within that window.*
- Press the Save button on the bottom panel to send your meeting request.
- You will receive an email once the advisor Approves or Declines the meeting based on availability.

*If you are unavailable during specified Advising hours, please contact the respective advisor.

CHECKING-IN TO A MEETING

- Upon or after arrival, select the appointment in your calendar.
- Select the check mark (✓) in the bottom panel. This will automatically award you points for attending the meeting.

CANCELLING A MEETING

- Navigate to the date of the appointment you would like to cancel.**
- Select the meeting and press the cancel button (X) on the bottom panel.

**You may not cancel within 24 hours of your scheduled appointment.

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